



# The California Department of Fish & Game

*Invites you to take the*

## Departmental Promotional Examination

### for **OFFICE TECHNICIAN (TYPING)**



**FINAL FILING DATE– FEBRUARY 14, 2003**

(Application must be postmarked by this date)



**Why not work to benefit California's environment?**

**Want to work with dedicated people who value and enjoy their work?**

Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.

#### **About the State Examination & Hiring Process:**

The first step in the State hiring process requires you to take a competitive examination for each separate permanent job classification. Examinations may be written, interview, or performance-based and are designed to test the knowledge and abilities required for the classification. After you take and pass a State examination, you are ranked and placed on an employment list for that classification. Once you are placed on the employment list, you can apply for job openings in that classification. For more information on the State examination and hiring process, visit our website at <http://www.dfg.ca.gov/hrb/pages/jobswithdfg.htm>

## **POSITION INFORMATION**

#### **Duties:**

The Office Technician (Typing) performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures. Good judgment and the ability to communicate effectively is of primary importance at this level. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.

#### **Salary Range:**

\$2390 - \$2905

## **HOW TO APPLY FOR THIS EXAMINATION**

#### **Where to Mail:**

The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:

Department of Fish and Game  
Attention: Exam Unit  
1416 Ninth Street, Room 1217  
Sacramento, CA 95814

How to Get an  
Application:

Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at <http://www.spb.ca.gov/jobsgen/formsrd.cfm>.

Accommodations for  
Persons with  
Disabilities:

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Minimum Qualifications  
for Admittance:

**EITHER I:** One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

**OR II:** Two years of experience in typing and clerical work. [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

*Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II, or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.*

**Special Requirement:** Prior to time of hire you must have a certificate verifying your ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

**Special Personal Characteristic:** A demonstrated interest in assuming increasing responsibility.

**Additional Desirable Qualification:** Education equivalent to completion of the twelfth grade.

Make Sure you Also  
Meet These  
Conditions:

All applicants must meet the education and/or experience requirements for this examination and have a civil service appointment with the Department of Fish and Game as of **FEBRUARY 14, 2003**, to take this examination.

*Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.*

## EXAMINATION INFORMATION

Type of Examination:

This examination consists of a **promotional readiness interview weighted 100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of 70.00%. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED**. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Interview Dates:

It is anticipated that the interviews will be held during **April/May 2003**.

Examination  
Locations:

Written tests and oral interviews are ordinarily scheduled in Sacramento, Long Beach, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.

Scope of Examination: Knowledge of:

**(STUDY THIS to  
prepare for  
examination.)**

1. Modern office methods, supplies and equipment.
2. Business English and correspondence.
3. Principles of effective training.

Ability to:

1. Perform difficult clerical work, including ability to spell correctly.
2. Make arithmetical computations.
3. Operate various office machines.
4. Follow oral and written directions.
5. Evaluate situations accurately and take effective action.
6. Read and write English at a level required for successful job performance.
7. Make clear and comprehensive reports and keep difficult records.
8. Meet and deal tactfully with the public.
9. Apply specific laws, rules, and office policies and procedures.
10. Prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar, and spelling.
11. Communicate effectively.
12. Provide functional guidance to others.

Veterans Preference: Veterans' preference credit is not granted in promotional examinations.

Length of List Eligibility: A departmental promotional eligible list will be established for the Department of Fish and Game. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## QUESTIONS?

If you have any questions concerning the Accounting Technician examination or the testing process, please contact Terri Trim, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at [www.dfg.ca.gov](http://www.dfg.ca.gov).

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## ADDITIONAL GENERAL INFORMATION

### IMPORTANT — What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

### Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared with the performance of others who take this test. All candidates who pass are ranked according to their scores.

### How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: In addition to the scope described on this bulletin, the panel considers education, experience, personal development, personal traits, and fitness. In appraising experience, more weight is given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development includes consideration of recognition of his/her own training needs, plans for self-development; and the progress made in his/her efforts toward self-development.

**Additional List Information:**

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

**Miscellaneous Information:**

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**California Relay (Telephone) Service for the Deaf or Hearing-Impaired**

**From TDD phones: 1-800-735-2929**

**From voice phones: 1-800-735-2922**



THE DEPARTMENT OF FISH AND GAME PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.